

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AIR FORCE BASE INDEX 9

1 FEBRUARY 2003



PERIOD ENDING 31 JANUARY 2003

**NUMERICAL AND FUNCTIONAL INDEX OF AIR UNIVERSITY, MAXWELL
AIR FORCE BASE, AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED
LEARNING, AND COMMUNITY COLLEGE OF THE AIR FORCE FORMS**

NOTICE: This publication is available digitally on the 42d Communications Squadron Web site at: <http://www.maxwell.af.mil/42abw/42cs/>. If you lack access, contact the Publications Management office.

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This publication provides a numerical and functional index of Air University (AU), Maxwell AFB (MAFB), Air Force Institute for Advanced Distributed Learning (AFIADL), and Community College of the Air Force (CCAF) forms.

1. Contents. This index lists:

Section A - Numerical Index of AU Forms. Lists current title, unit of issue, functional code, and prescribing directive or office of primary responsibility (OPR).

Section B - Numerical Index of Maxwell AFB Forms. Lists current title, unit of issue, functional code, etc.

Section C - Numerical Index of Forms for Activities Using Own Organizational Identity. Lists current forms of subordinate activities using own organizational identity - AFIADL and CCAF.

★Section D - Obsolete Forms. Lists AU, MAFB, AFIADL, and CCAF forms declared obsolete since the last published index. Forms are listed in numerical sequence and include the form's date, its functional code, disposition, and replacement if any. Disposition will be "Salvage" immediately or "Exhaust" current stock until depleted.

Section E - Functional Index. Lists AU, AFIADL, CCAF, and MAFB forms by functional code.

2. Symbols and Abbreviations.

2.1. The following abbreviations are used to indicate the Unit of Issue (U/I):

BK – book	CS – cut sheet	LA – label	SH – sheet
BX – box	CY – copy	MP – multiple page	SM – self-mailer
BS – boxed set	EF – electronic form	PD – pad	SS – special system
CD – card	EN – envelope	PK – package	ST – set
CF – continuous form	FL – folder	PS – padded set	TG – tag

CN – carton

HD – hundred

RO – roll

2.2. A star (★) before a form number indicates changed information or new form since last edition.

★2.3. S&I – Stocked and Issued; users requisition these forms from the activity indicated. S&U – Stocked and Used; identifies forms stocked and used only by the activity indicated.

3. Privacy Act (PA) Forms. “I” preceding the form number in the index indicates that the Privacy Act Statement (PAS) is included on the form. “B” indicates that a blanket PAS covers the form.

4. Procedures for Procuring Local Forms:

4.1. Electronic Forms. Forms Monitors or Organizational Account Representatives (OARs) download forms, prepare DD Form 282, **DoD Printing Requisition/Order**, and submit request to Document Automation and Production Service (DAPS). The local forms web address is: <http://www.maxwell.af.mil/42abw/42cs/>. Forms Monitors/OARs are responsible for print quality.

4.2. Air University Diplomas. AU Forms 3/3A are procured according to AUI 36-2310, *Air University Diplomas and Certificates of Course Completion*.

4.3. Certificates and Specialty Forms. Forms Monitors/OARs prepare DD Form 282 and submit to the Forms Management Section (MSD/SSHP), 50 LeMay Plaza South (Bldg 804), Maxwell AFB AL 36112-4053. Certificates and specialty forms are commercially printed and normally take 4 to 6 weeks for off-base printing.

DENNIS R. FONVILLE
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SECTION A - NUMERICAL INDEX OF AIR UNIVERSITY FORMS

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
3	19950301	Air University Diploma	CS	3650	AUI 36-2310
3A	19950301	Air University Diploma	CS	3650	AUI 36-2310
18	19800701	Bill Of Sale	EF	5100	AFI 51-504/AU Sup 1
★29	20021201	AU Television Workorder	EF	3310	AUI 33-101
38	19970601	Internet Release Authorization	EF	3310	AFI 33-129/AU Sup 1
42	19960301	Guest Lecturer Agreement and Instructions/ Permission to Record	EF	3650	AUI 36-2305
53	20001020	Official Representation Funds Expenditure Request/Report	EF	3600	AUI 36-108
233	19850101	SCI Badge	SS	1410	AU/IN
287	19981001	Cable Network Cablecast Request	EF	3310	AUI 33-101
404	19840601	Air University Badge (S&I by AU CPD/IOO)	CS	3650	AUI 16-102
747	20000620	Record of Administrative Action	EF	3650	AUI 36-2315
754	19990727	Request for Speaker/Special Events Participation	EF	3500	AU/PA
781	19990727	Base Tour Checklist	EF	3500	AU/PA
857	19920801	Certificate of Appreciation	CS	3650	AU/IOO
864	20000620	Record of Faculty Board Action	EF	3650	AUI 36-2315
★879	20020212	Copyright Reprint Permission Request and Reply	EF	3300	AFI 33-129/AU Sup 1

SECTION B - NUMERICAL INDEX OF MAXWELL AFB FORMS

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
2	19940601	Base Operations Distinguished Visitor's Call List	CS	3300	42 OS/OSFAA
I 3	19940701	Will Questionnaire Worksheet	CS	5100	42 ABW/JA
I 4	19941001	Field Contact Record	CD	3100	42 SFS/SFOL
8	19990201	Unauthorized Contract Commitments and Ratifications	EF	6410	MAFBI 64-101
10	19980801	Multipurpose Instructor Evaluation	CS	3650	SOS/DOT
14	19940701	PCS Cost Comparison Worksheet	ST	6560	42 CPTS/FMFPT
22	19980201	Satellite Distance Learning Report	EF	3310	AU/SCV
26	19940801	Book or Periodical Order	CD	3450	AUL/LRB
27	19940801	Aircrew Briefing Log	CS	1500	42 OSS/OSW
28	19940801	Pilot to Metro Service (PMSV) Log	CS	1500	42 OSS/OSW
33	19940801	Document Request	CD	3450	AUL/LRCM
36	20010920	Temporary Flight Line Permit	CD	1300	MAFBI 13-201
B 39	20000616	Technician/Nurse Sore Throat Evaluation	CS	4400	42 MDOS/SGOLP
40	20001030	Tasking/Routing Instructions (42 ABW Command Section Use Only)	ST	3350	42 ABW/CCE
42	19940901	Response to "Customer Line" Request	EF	3300	42 ABW/CCE
44	19980101	Customer Service Evaluation (42 MDG)	CD	4000	42 MDG/SGO
45	19970401	42 CE Customer Survey	CS	3200	42 CES/CEO
I 46	19950801	AU Library Registration	CD	3450	AUL/LRCB
47	20011009	Nominee Biographical Data NSF	EF	3300	AWC/DFL
50	20011029	Lecture Monitor Checklist	CS	3650	SOS/DC
52	20020104	Occupational Health Program Flag	CD	4800	42 ADOS/SGGM
I 54	19960501	Detailed Sales Listing	CD	3210	42 CES/CEH
I 55	19960301	Detailed Rental Listing	CD	3210	42 CES/CEH
56	20000222	Customer Service Evaluation (Commander's Support Staff)	CS	3620/ 3630	CADRE/CSS
58	20001016	Customer Service Evaluation---Military Personnel Flight	CS	3620	42 MSS/DPMP
59	19941001	Vendor Purchase Order--AU Library	ST/CF	3450	AUL/LTS
I 61	19941101	Statement of Injured Party--Non-Vehicle Related Injuries	CS	5100	42 ABW/JA
I 61A	19960401	Statement of Injured Party	CS	5100	42 ABW/JA
63	20011010	Academic Conference Record--USAF SNCOA	CS	3650	AFSNCOA/ED
70	19970701	Tuition Assistance Change Authorization	ST	3600	42 MSS/DPE
72	19941201	Official Mail Discrepancy Notice	ST	3350	42 CS/SCBA
75	19941201	Television Studio Set-Up Layout	CS	3310	AU/SCV
77	19990301	Air University Television Production Cost Report	EF	3310	AU/SCV
78	19941201	Videotape Reel File	CD	3310	AU/SCV
87	19950301	Period Evaluation	EF	3650	CPD/CLA
89	19950101	Weather Equipment/Communications Service Record	CS	1500	42 OS/OSFW
B 95	20000616	Pediatric Triage Record of Care	CS	4400	42 MDOS/SGOLP
96	19970801	Verification of Completion	CS	3650	AWC/NSE
I 97	19991022	Court Member Data Record (S&I by 42 ABW/JA)	EF	5110	42 ABW/JA
★I 98	20020402	Power of Attorney Worksheet (S&I by 42 ABW/JA)	CS	5100	42 ABW/JA
101	19950301	Biographical Information	CS	3300	ACSC/DPS
★I 103	20020701	AWC Seminar Program - Attendance Record	EF	3650	AWC/NSES
★I 106	20020701	AWC Seminar -- Enrollment Roster	EF	3650	AWC/NSES
★107	20020701	AWC Seminar Plan	EF	3650	AWC/NSES
108	19950301	Weekly Work Schedule -- Indirect Labor	EF	3200	42 CES/CEOH
I 109	19960801	Student Enrollment (JDACC; CWPC; and IWAC)	CS	3650	CADRE/ARCS
110	19950301	Visual Information Equipment Maintenance Action Record	ST	3310	AU/SCV
112	19950301	Processing and Disposition	CS	3450	AUL/LTSA

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
115	20010920	Flight Line Driver Training and Certification Request	EF	1300	MAFBI 13-201
I 117	20001120	ACSC Distance Learning Program Application	EF	3650	ACSC/DL
I 119	19990805	Acceptance/Declination to National Security Forum	CD	3300	AWC/XRX
120	19951101	Prospective Instructor Application	CS	3650	AFSNCOA/ED
122	19950501	Request and Justification for Access to Classified Material	CD	3120	AUL/ES
131	19950601	Contracts Committee Review Coordination Sheet	EF	6410	42 CONS/LGC
134	19950701	Special Document Request	CS	3450	AUL/LTSA
135	19950701	Daily Air Conditioning Operating Log	CS	3230	42 CES/CEOV
136	20000808	Quality Assurance Evaluator (QAE) Random Sampling Tally Checklist	CS	6410	42 LG/LGM
142	19951001	Experience Update Record	CS	3630	42 MSS/DPCC
I 147	19981201	Civilian Employee Clearance Record	CS	3630	42 MSS/DPCE
148	19951201	Unclassified Document Charge Out	CD	3450	AUL/LRCM
I 149	19951201	Circulation Periodicals Card	CD	3450	AUL/LRRP
153	19951201	Document Recall	CD	3450	AUL/LTSC
154	19960201	AUL Interlibrary Loan - Photocopy	CD	3450	AUL/LRRX
155	19951201	AUL Interlibrary Loan - Book and Document	CD	3450	AUL/LRRX
I 162	19970201	AFSNCOA Student Data Record	CD	3620	AFSNCOA/RPP
165	19960201	ECI Test Inventory - Maxwell/Gunter	CD	3650	42 MSS/DPE
I 169	20010212	Student Enrollment Information for Academic Instructor School	CS	3650	AU/CFSXI
I 171	19960501	Certification for Temporary Lodging Expense (TLE)	ST	6560	42 CPTS/FMFPS
172	19960501	42 LS Customer Service Log	CS	2300	42 SUPS/LGSMC
★ 177	20021201	Base Services and Facilities Critique	EF	3400	MAFBI 34-104
179	19960601	Video Captions	CS	3310	AU/SCV
I 182	19980401	Flight Records Processing Checklist	CS	1100	42 OSS/OSOF
185	19960801	Instructor Observation	EF	3650	CPD/EA
187	19990915	Crisis Action Team Input (S&U by 42 ABW/CP)	CS	1650	42 ABW PLAN 10-207
192	20010601	Family Readiness Deployment Checklist	EF	3600	MAFBI 36-3001
196A	19971001	Forecast Worksheet (Oct - Feb)	CS	1500	42 OSS/OSW
197	19970501	International Officer School Certificate/Diploma	CS	3650	AU/IO
200	20010413	Authority to Store Funds	EF	3150	Pending
B 291	19970901	Outpatient Procedures (Part I) (PA - DD Form 2005)	ST	4400	42 MDOS/SGOMU
292	20010521	Medical Record Review	CS	4400	42 MDOS/SGOX
B 295	19970201	Preliminary X-Ray Report	CS	4120	42 MDSS/SGSAR
301	19941001	Anesthesia Record	CS	4400	42 MDOS/SGOSB
B 307	20000705	Ambulatory Surgery Patient Record	CS	4400	42 MDOS/SGOSD
308	19940701	Dental Supply Request	CS	4700	42 MDG/SGD
B 315	19980701	Patient Concern	EF	4000	42 MDG/SGO
317	19940701	Anesthesia Service Quality Assurance Occurrence Screen	CS	4400	42 MDOS/SGOSB
323	20000207	Medical Record and Peer Review Worksheet (Clinic Visits)	EF	4120	42 MDOS/SGOX
323-1	20000306	Medical Record and Peer Review Worksheet (Surgical/ Anesthesia/APU Records)	EF	4120	42 MDOS/SGOX
B 327	19990817	Record of X-Ray Release	CS	4120	42 MDSS/SGSAR
B 330	19990615	Composite Health Care System Registration	CS	4120	42 MDSS/SGSBM
331	19941101	Contact Lens Prescription	CS	4800	42 AMDS/SGPFE
B 352	19970601	Ultrasound Consultation Report	ST	4120	42 MDSS/SGSAR
353	19950301	Pathology Evaluation and Review/Preliminary Evaluation & Final Report	ST	4120	42 MDSS/SGSAL
B 355	19950501	Well Baby Care Record	CS	4400	42 MDOS/SGOBP
360	19950701	Operation and Anesthesia Schedule Request	CS	4400	42 MDOS/SGOS
361	19950901	Recovery Room Record	CS	4400	42 MDOS/SGOSB
362	19950901	Personnel Action Request -- 42 MG/SGAS	ST	3620	42 MDSS/SGSO
B 365	19960101	Laboratory Test Requisition	SS	4120	42 MDSS/SGSAL
381	19960301	Stubble Growth Control	CD	4400	42 MDOS/SGOMD

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
B 383	19990908	Home Care Instructions	EF	4400	42 MDOS/SGOBN
B 396	20000315	Authorization for Medical Assignment to Quarters (PA – DD Form 2005)	CS	4120	42 MDOS/SGSBT

SECTION C - NUMERICAL INDEX OF FORMS FOR ACTIVITY USING OWN ORGANIZATIONAL IDENTITY

Air Force Institute for Advanced Distributed Learning (AFIADL)

Number	Date	Title	U/I Code	Func Directive/OPR	Prescribing Directive/OPR
8	20000609	Bulk Course Materials Locator	CD	3300	AFIADL/DOQ
9	20000609	Consolidated Student Report	CD	3650	AFIADL/DOD
10	20000609	Course Prepack Record	CD	2310	AFIADL/DOQ
11	20000609	Prepackaged Stock Replenishment	CD	2310	AFIADL/DOQ
I 17	20000609	Student Request for Assistance	EF	3650	AFIADL/DOI
I 23	20000609	AFIADL Enrollment Application	CD	3650	AFIADL/CSS
26	20000609	Course Actions	EF	3300	AFIADL/DOQ
35	20000501	Answer Sheet VRE/CE (S&I by AFIADL/DOD)	CF	3650	AFIADL/DOD
87	20010410	WAPS Pack Request	ST	3300	AFIADL/CCS

Community College of the Air Force (CCAF)

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
I 3	20011204	Request for Official Transcript (EF)	EF	3650	SL

SECTION D - OBSOLETE FORMS

Air University Obsolete Forms

Number	Date	FC	Disposition	Replaced By
29	19911001	3310	Salvage	AU 29, 20021201
52	19951201	2410	Salvage	None
167	20010201	3650	Exhaust	None

Maxwell AFB Obsolete Forms

Number	Date	FC	Disposition	Replaced By
5	19941001	3350	Salvage	None
37	19951001	3300	Salvage	None
45B	19960801	3200	Salvage	None
58-1	19981001	3630	Salvage	None
74	19970101	3310	Salvage	None
79	19990401	3650	Salvage	None
80	19990401	3650	Salvage	None
98	19950201	5100	Salvage	MAFB 98, 20020404

Number	Date	FC	Disposition	Replaced By
103	19990401	3650	Salvage	MAFB 103, 20020701
104	19990401	3650	Salvage	None
106	19990401	3650	Salvage	MAFB 106, 20020701
107	19990401	3650	Salvage	MAFB 107, 20020701
124	19980601	3650	Salvage	None
141	19961001	3630	Salvage	None
143	19951001	3630	Salvage	None
144	19951001	2300	Salvage	None
145	19960201	3300	Salvage	AU 879, 20020212
161	19961201	3310	Salvage	None
168	20000428	3370	Salvage	None
177	20010801	3400	Salvage	MAFB 177, 20021201
178	19960601	3310	Salvage	None
297	19961201	4400	Salvage	None
298	19961201	4400	Salvage	None
299	19961201	4400	Salvage	None
302	19971101	4400	Salvage	None

Community College of the Air Force Obsolete Forms

Number	Date	FC	Disposition	Replaced By
Not Used				

SECTION E - FUNCTIONAL INDEX OF AU, MAFB (M), AFIADL (A), AND CCAF (C) FORMS

1100 Flying Operations	3100 Security
M182 Flight Records Processing Checklist	M4 Field Contact Record
1300 Space, Missile, Command and Control	3120 Document Security
M115 Flight Line Driver Training and Certification Request	M122 Request and Justification for Access to Classified Material
M36 Temporary Flight Line Permit	3150 Law Enforcement
1410 Intelligence	M200 Authority to Store Funds
233 SCI Badge	3200 Civil Engineering
1500 Weather	M45 42 CE Customer Survey (Operations Flight)
M27 Aircrew Briefing Log	M108 Weekly Work Schedule-Indirect Labor
M196A Forecast Worksheet (Oct - Feb)	3210 Real Property
1500 Weather (cont)	M55 Detailed Rental Listing
M28 Pilot to Metro Service (PMSV) Log	M54 Detailed Sales Listing
M89 Weather Equipment/Communications Service Record	3230 Utilities Operations, Maintenance, and Services
1650 Planning, Programming and Budgeting System	M135 Daily Air Conditioning Operating Log
M187 Battle Staff Input	3300 Communications and Information
2300 Supply	M119 Acceptance/Declination to National Security Forum
M172 42 LS Customer Service Log	M2 Base OPS Distinguished Visitor's Call List
2310 Requirements and Stockage	M101 Biographical Information
A10 Course Prepack Record	A8 Bulk Course Materials Locator
A11 Prepackage Stock Replenishment	879 Copyright Reprint Permission Request Reply

3300 Communications and Information (cont.)

A26 Course Actions
 M47 Nominee Biographical Data NSF
 M42 Response to "Customer Line" Request (EF)
 A87 WAPS Pack Request

3310 C4 Systems

M77 AUTV Production Cost Report
 29 AU Television Workorder
 287 Cable Network Cablecast Request
 38 Internet Release Authorization
 M22 Satellite Distance Learning Report
 M75 Television Studio Set-Up Layout
 M179 Video Captions
 M78 Videotape Reel File
 M110 Visual Information Equipment Maintenance Action Record

3350 Written Communications

M72 Official Mail Discrepancy Notice (S&U by 42CS/SCBA)
 M40 Tasking/Routing Instructions (42 ABW Command Section Use Only)

3400 Services

M177 Base Services and Facilities Critique

3450 Recreation and Entertainment

M46 AU Library Registration (S&U by each library)
 M155 AUL Interlibrary Loan - Book & Document
 M154 AUL Interlibrary Loan Photocopy
 M26 Book or Periodical Order
 M149 Circulation Periodicals Card
 M153 Document Recall
 M33 Document Request
 M112 Processing and Disposition
 M134 Special Document Request
 M148 Unclassified Document Charge Out
 M59 Vendor Purchase Order AU Library

3500 Public Affairs

781 Base Tour Checklist (EF)
 754 Request for Speaker/Special Events Participation (EF)

3600 Personnel

M192 Family Readiness Deployment Checklist
 53 Official Representation Funds Expenditures Request/Report
 M70 Tuition Assistance Change Authorization

3620 Military Personnel

M162 AFSNCOA Student Data Record
 M56 Customer Service Evaluation (Commander's Support Staff)
 M58 Customer Service Evaluation— Military Personnel Flight
 M362 Personnel Action Request

3630 Civilian Personnel

M147 Civilian Employee Clearance Record

M56 Customer Service Evaluation (Commander's Support Staff)
 M142 Experience Update Record

3650 Training and Professional Education

M63 Academic Conference Record--AFSNCOA
 M117 ACSC Distance Learning Program Application
 A23 AFIADL Enrollment Application
 404 Air University Badge
 3 Air University Diploma (w/overprints)
 3A Air University Diploma (w/overprints)
 167 Air University Transcript (S&U by AU/CFRS)
 A35 Answer Sheet VRE/CE
 M107 AWC Seminar Plan
 M103 AWC Seminar Program-- Attendance Record
 M106 AWC Seminar Studies-- Enrollment Roster
 M104 AWC Seminar Studies Weekly Attendance Report
 857 Certificate of Appreciation
 A9 Consolidated Student Report
 M165 ECI Test Inventory - Maxwell/Gunter
 42 Guest Lecturer Agreement and Instructions/Permission to Record
 M185 Instructor Observation
 M197 International Officer School Certificate/Diploma
 M50 Lecture Monitor Checklist
 M10 Multipurpose Instructor Evaluation
 M87 Period Evaluation
 M120 Prospective Instructor Application
 747 Record of Administrative Action
 864 Record of Faculty Board Action
 C3 Request for Official Transcript
 M109 Student Enrollment (JDACC; CWPC; & IWAC)
 M169 Student Enrollment Information for Academic Instructor School
 M96 Verification of Completion

4000 Wellness

M44 Customer Service Evaluation (42 MDG)
 M315 Patient Concern

4120 Medical Support

M396 Authorization for Medical Assignment to Quarters
 M330 Composite Health Care System Registration
 M365 Laboratory Test Requisition
 M323 Medical Record and Peer Review Worksheet (Clinic Visits)
 M323-1 Medical Record and Peer Review Worksheet (Surgical/Anesthesia/APU Records)
 M353 Pathology Evaluation & Review/Preliminary Evaluation & Final Report
 M295 Preliminary X-Ray Report
 M327 Record of X-Ray Release
 M352 Ultrasound Consultation Request/Report

4400 Medical Operations

M307 Ambulatory Surgery Patient Record
 M301 Anesthesia Record
 M317 Anesthesia Service Quality Assurance Occurrence Screen
 M383 Home Care Instructions

4400 Medical Operations (cont.)

M292 Medical Record Review
M360 Operation and Anesthesia Schedule Request
M291 Outpatient Procedures (Part I)
M95 Pediatric Triage Record of Care
M361 Recovery Room Record
M381 Stubble Growth Control (S&U by 42
MDOS/SGOMD)
M39 Technician/Nurse Sore Throat Evaluation
M355 Well Baby Care Record

4700 Dental Services

M308 Dental Supply Request

4800 Aerospace Medicine

M331 Contact Lens Prescription
M52 Occupational Health Program Flag

5100 Law

18 Bill of Sale - Notary Public
M98 Power of Attorney Worksheet
M61A Statement of Injured Party

M61 Statement of Injured Party - Nonvehicle Related
Injuries
M3 Will Questionnaire Worksheet

5110 Military Justice

M97 Court Member Data Record

6410 Contracting Management

M131 Contracts Committee Review Coordination
M136 Quality Assurance Evaluator (QAE) Random
Sampling Tally Checklist
M8 Unauthorized Contract Commitments and
Ratifications

6560 Accounting and Finance

M171 Certification for Temporary Lodging Expense
(TLE)
M14 PCS Cost Comparison Worksheet